

29 March 1974

Mr. Chester A. Newland, Director  
Federal Executive Institute  
Route 29 North  
Charlottesville, Virginia 22903

Dear Chet:

I am returning a signed copy of the Shared Facilities Agreement covering four enrollments in four sessions of the Senior Executive Education Program and eight enrollments in four classes of the Executive Leadership and Management Program to be offered during fiscal year 1975.

Billing for the fiscal year costs may be addressed to the Registrar, Office of Training, Central Intelligence Agency, Washington, D.C. 20505, on or after 1 July 1974.

Sincerely,

(SIGNED)

Alfonso Rodriguez  
Director of Training

Enclosure

25X1A

ES-TSB: [REDACTED]:maq (27 Mar 74)

Distribution:

- Orig - Adse w/Encl
- 2 - DTR
- 1 - SRS/B&A/TR w/cpy Encl
- 1 - SRS/RG/TR w/cpy Encl
- 2 - ES-TSB w/cpy Encl

U. S. CIVIL SERVICE COMMISSION  
FEDERAL EXECUTIVE INSTITUTE  
SHARED TRAINING FACILITIES AGREEMENT  
FOR FISCAL YEAR 1975

The Central Intelligence Agency agrees to pay in advance  
(Name of Department or Agency)  
to the U. S. Civil Service Commission the sum of \$18,800.00 to be  
deposited in a Revolving Fund authorized by 5 U.S.C. 1304(c). This sum represents  
a proportionate share of the costs of maintaining the Institute as an operating  
organization and of the costs of the Senior Executive Education Program and/or  
the Executive Leadership and Management Program.

The Federal Executive Institute will make available a maximum of 4 enrollments  
in four sessions of the Senior Executive Education Program to be offered in Fiscal  
Year 1975, enrollments by session as allocated below; and a maximum of 8  
enrollments in four classes of the Executive Leadership and Management Program to  
be offered in Fiscal Year 1975, enrollments by class as allocated below. It is further  
agreed that nominations for the Programs will be made in accord with criteria  
established by the U. S. Civil Service Commission and made available to department  
and agency officials.

Seven-Week Senior Executive Education Program

<u>Session 28</u>	<u>Session 29</u>	<u>Session 30</u>	<u>Session 31</u>
9/8/74-10/25/74	10/30/74-12/17/74	3/2/75-4/18/75	5/4/75-6/20/75
<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

Three-Week Executive Leadership and Management Program

<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
7/15/74-8/2/74	8/12/74-8/30/74	1/6/75-1/24/75	1/27/75-2/14/75
<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

Accepted by: (1) on behalf of the agency:

Central Intelligence Agency

for Liaison, Office of Finance

(Date) 25 MAR 1974

(2) on behalf of the U. S. Civil Service Commission:

Ronald J. Biglin

Donald Biglin, Director  
Bureau of Management Services

March 8, 1974

(Date)

One copy of this agreement should be signed and returned to the Director, Federal  
Executive Institute, U. S. Civil Service Commission, Route 29, North Charlottesville,  
Virginia, 22903; the other two copies should be retained.

**U. S. CIVIL SERVICE COMMISSION  
FEDERAL EXECUTIVE INSTITUTE  
SHARED TRAINING FACILITIES AGREEMENT  
FOR FISCAL YEAR 1975**

The **Central Intelligence Agency** agrees to pay in advance  
(Name of Department or Agency)  
to the U. S. Civil Service Commission the sum of \$ **18,800.00** to be  
deposited in a Revolving Fund authorized by 5 U.S.C. 1304(e). This sum represents  
a proportionate share of the costs of maintaining the Institute as an operating  
organization and of the costs of the Senior Executive Education Program and/or  
the Executive Leadership and Management Program.

The Federal Executive Institute will make available a maximum of **4** enrollments  
in four sessions of the Senior Executive Education Program to be offered in Fiscal  
Year 1975, enrollments by session as allocated below; and a maximum of **8**  
enrollments in four classes of the Executive Leadership and Management Program to  
be offered in Fiscal Year 1975, enrollments by class as allocated below. It is further  
agreed that nominations for the Programs will be made in accord with criteria  
established by the U. S. Civil Service Commission and made available to department  
and agency officials.

**Seven-Week Senior Executive Education Program**

<u>Session 28</u>	<u>Session 29</u>	<u>Session 30</u>	<u>Session 31</u>
9/8/74-10/25/74	10/30/74-12/17/74	3/2/75-4/18/75	5/4/75-6/20/75
<u><b>1</b></u>	<u><b>1</b></u>	<u><b>1</b></u>	<u><b>1</b></u>

**Three-Week Executive Leadership and Management Program**

<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Class 4</u>
7/15/74-8/2/74	8/12/74-8/30/74	1/6/75-1/24/75	1/27/75-2/14/75
<u><b>2</b></u>	<u><b>2</b></u>	<u><b>2</b></u>	<u><b>2</b></u>

Accepted by: (1) on behalf of the agency:

**Central Intelligence Agency**  
(Name of Department or Agency)

  
for **Liaison, Office of Finance**

(Date) **25 MAR 1974**

(2) on behalf of the U. S. Civil Service Commission:

*Donald Biglin*  
Donald Biglin, Director  
Bureau of Management Services

**March 8, 1974**

(Date)

One copy of this agreement should be signed and returned to the Director, Federal  
Executive Institute, U. S. Civil Service Commission, Route 29, North Charlottesville,  
Virginia, 22903; the other two copies should be retained.



UNCLASSIFIED

Release

INTERNAL  
USE ONLY

2000/08/04 : CIA-RDP78-04202A000200170001-4



CONFIDENTIAL



SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Secretary  
Training Selection Board 1036 CofC Bldg

EXTENSION

3137

NO.

DATE

20 March 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Assistant Director of  
Finance for Liaison  
605 Key Building

3/25

[Signature]

Attached are an original and two copies of the Shared Training Facilities Agreement between the Agency and the Civil Service Commission covering our shares in the sessions of the Federal Executive Institute for FY 75. Attached also is the memo from our B&F officer certifying funds.

I should appreciate your processing this agreement as soon as possible and returning to me so we can forward it to the CSC prior to 5 April.

7. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

8.

9.

10.

11.

12.

13.

14.

15.

PLEASE ADVISE THE CIVIL SERVICE COMMISSION TO SUBMIT AN SF 1080 ON OR AFTER 1 JULY 1974.

ADL/OF  
Ext. 2542

Approved For Release 2000/08/04 : CIA-RDP78-04202A000200170001-4

FORM  
3-62

610

USE PREVIOUS  
EDITIONS

SECRET



CONFIDENTIAL

INTERNAL  
USE ONLY

UNCLASSIFIED



Approved For Release 2000/08/04 : CIA-RDP78-04202A000200170001-4

U.S. CIVIL SERVICE COMMISSION  
FEDERAL EXECUTIVE INSTITUTE

ROUTE 29 NORTH  
CHARLOTTESVILLE, VIRGINIA 22903

NR-9776

Mr. Alfonso Rodriquez  
Director of Training  
Central Intelligence Agency  
Washington, D. C. 20505

MAR 8 1974

Dear Rod:

The Bureau of Executive Manpower has informed us of your plans for the purchase of shares in the scheduled programs of the Federal Executive Institute during Fiscal Year 1975. We appreciate your continued support.

Enclosed are an original and two copies of the Shared Training Facilities Agreement. One copy should be signed by your agency's authorized official and returned to the Institute by April 5. The signed Agreement will be transmitted shortly after receipt to the Civil Service Commission's Budget and Finance Division so that they may arrange for transfer of funds to our account shortly after July 1, 1974.

If you should desire amendment to this Agreement during the course of the Fiscal Year for purchase of additional shares, please contact the Agency Officer representing your agency at the Bureau of Executive Manpower.

Cordially yours,

A handwritten signature in cursive script, appearing to read "Chit".

CHESTER A. NEWLAND  
Director


Enclosure

20 MAR 1974

MEMORANDUM FOR: Director of Finance  
ATTENTION : Assistant Director for Liaison  
SUBJECT : Fiscal Year 1975 Shared Training Facilities  
Agreement with U.S. Civil Service Commission

This is to certify that the OTR Operating Program for  
FY 1975 includes budgeted funds to cover the \$18,800 cost of  
the subject agreement. MDR 2001 and Project 5275-9900 apply  
to this obligation.

STATINTL


  
Chief, Budget & Accounts Branch  
Office of Training

APPROVED:

\_\_\_\_\_  
AC/Services & Registration Staff  
Office of Training

STATINTL

Distribution:

Orig & 1 - Adse  
1 -   
2 - B&A